

Job Title: Cemetery Caretaker & Town Gardener
Position Type: Seasonal, Part Time (25 hours per week)
Location: Cliffside Cemetery, Township of Nipigon
Reports To: Public Works Foreman
Closing Date: April 30, 2026 @ 12:00pm

Job Summary:

The Seasonal Cemetery Caretaker/Town Gardener is responsible for maintenance, beautification, and general upkeep of municipal cemeteries, gardens, and landscaped public spaces. This position performs a variety of groundskeeping and horticultural duties to ensure municipal properties are maintained in a safe, respectful, and visually appealing condition. Working under the direction of the Public Works Foreman, the incumbent assists with seasonal landscaping, cemetery maintenance, planting, watering, and general grounds maintenance across municipal properties.

Key Responsibilities:

Cemetery Maintenance

- Maintain municipal cemetery grounds including mowing, trimming, edging, and general groundskeeping.
- Assist with grave preparation activities as directed, including layout (measuring and marking grave locations), assisting with site setup, turf repair, and site restoration following interments.
- Backfill and restore gravesites after interments alongside Public Works employees, ensuring site is properly graded, seeded, and maintained.
- Assist with the installation, alignment, and straightening of monuments and markers where required.
- Perform minor monument maintenance, including cleaning, levelling and resetting small markers when appropriate.
- Maintain cemetery landscaping including planting, pruning, weeding, and watering.
- Ensure cemetery grounds remain clean, respectful, and accessible to visitors.
- Assist with cemetery mapping and record verification when locating gravesites.
- Remove debris, fallen branches, and litter from cemetery grounds.
- Assist with seasonal maintenance activities such as spring cleanup and fall preparation.
- Monitor cemetery grounds and report any vandalism, damage, or safety concerns to the Public Works Foreman.
- Interact respectfully with families, funeral service providers, and visitors when working on cemetery grounds.

Municipal Gardens and Landscaping

- Maintain municipal flower beds, planters, and landscaped areas throughout the community.
- Plant, water, fertilize, and maintain flowers, shrubs, and other vegetation.
- Weed garden beds and maintain mulch and soil conditions.
- Assist with seasonal planting and removal of annuals.
- Monitor plant health and report issues such as disease or pest damage.

General Grounds Maintenance

- Operate lawn mowers, trimmers, and other landscaping equipment.
- Perform general maintenance of municipal green spaces including parks, public buildings, and other landscaped areas.
- Maintain cleanliness of municipal grounds and assist with litter collection where required.
- Assist Public Works staff with other duties as assigned.

Health and Safety

- Follow all municipal health and safety policies and procedures.
- Use personal protective equipment as required.
- Maintain safe operation of all tools and equipment.
- Report hazards, incidents, and equipment issues to the Public Works Foreman.

Qualifications:

- Previous experience in landscaping, groundskeeping, horticulture, or related outdoor maintenance work is considered an asset.
- Knowledge of basic gardening and plant care practices is an asset.
- Ability to operate small equipment such as lawn mowers, trimmers, and hand tools.
- Ability to work independently with minimal supervision.
- Strong attention to detail and pride in maintaining clean and attractive public spaces.
- Valid Class G Ontario Driver's Licence (preferred or required depending on your needs).
- Ability to interact respectfully with members of the public, particularly within cemetery settings.

Working Conditions:

- Work is performed primarily outdoors in varying weather conditions including heat, rain, and insects.
- Position requires physical labour including lifting, bending, kneeling, walking, and standing for extended periods.
- Operation of landscaping equipment and use of hand tools.
- Work takes place in cemeteries, parks, gardens, and other municipal properties.
- Occasional exposure to dust, noise, and outdoor environmental conditions.

How to Apply:

Interested candidates are invited to submit their resume and a brief cover letter outlining their interest in the position to pws@nipigon.net or the Township of Nipigon Municipal Office on or before April 30, 2026 @ 12:00pm.